

POLICE RECORDS CLERK

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class comprises specialized line support positions concerned with the proper operation of the records division of the police department. Employees of this class perform duties such as maintaining office records and revising the filing system for such records when needed, checking records and reports for accuracy, and seeing that any errors in records and reports are corrected. The departmental records clerk normally receives general instructions for work to be performed and works independently in most areas. Positions of this class are non-supervisory in nature, and employees report to and have work reviewed by a regular line officer at the rank of Police Lieutenant or Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Maintains general office records; receives reports and types them according to established procedures; checks reports for accuracy, completeness, and conformity to established procedures and institutes procedures to correct any inaccurate or incomplete reports turned in by department members.

Revises department filing system when necessary.

Answers telephone, routes calls, gives out routine information; interviews callers.

Adds new information to the files of persons with police records.

May also perform duties such as: maintaining personnel records for the police department; taking and transcribing dictation; proofreading and sending out correspondence; typing office material; gathering data from file records to prepare reports for the chief; making and canceling appointments for superiors; preparing purchase requisitions and making purchases for the department; attending official meetings for the purpose of taking minutes; taking statements from witnesses; compiling court docket; supervising subordinate or unclassified personnel assigned to the records division.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be not less than eighteen (18) years of age.

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